

**TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL**

NASA/GODDARD SPACE FLIGHT CENTER

**REQUEST FOR TASK PLAN / TASK ORDER**

<b>QSS Group, Inc.</b>	<b>NAS5- 99124</b>	<b>TASK NO. 101</b>	<b>AMENDMENT</b>	<b>710-632-60-01-89</b>	<b>99</b>
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**TASK TITLE:** (NTE 80 characters; include Project name)

**CETDP Schedule**

<b>ASSISTANT TECHNICAL REPRESENTATIVE (OR TASK MONITOR)</b> Patrick C. Schwartz <i>P. Schwartz</i>	<b>DATE</b> 1-6-00	<b>ORG CODE</b> 710.2	<b>MAIL CODE</b> 710.2	<b>PHONE</b> 301-286-0172
<b>BRANCH HEAD</b> Gary L. Martin <i>Gary Martin</i>	<b>DATE</b> 1/7/00	<b>CODE</b>	<b>710</b>	<b>PHONE</b> 301-286-3215
<b>CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)</b> Robert S. Lebar, Jr. <i>Robert A. Clark</i>	<b>DATE</b> 1/12/00	<b>CODE</b>	<b>560</b>	<b>301-286-6588</b>
<b>FLIGHT HARDWARE, CRITICAL GSE OR SOFTWARE?</b> <small>(If YES, NED CODE 303 CONCURRENCE NEXT BLOCK)</small> <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	<b>CONTRACTING OFFICER'S QUALITY REP.</b>		<b>DESIGNATED FAM:</b>	

The contractor shall identify and explain the reason for any deviations, exceptions, or conditional assumptions taken with respect to this Task Order or to any of the technical requirements of the Task Order Statement of Work and related specifications. The contractor shall complete and submit the required Reqs and Certs.

*(To be completed by Contracting Officer)*  
**C.O. Requested Quote on:**  
**Date:** JUN 17 1999

Contractor will develop specification or statement of work under this task for a future procurement.	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
Flight hardware will be shipped to GSFC for testing prior to final delivery.	<input type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A
Government Furnished Property/Facilities:	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES -- SEE LIST OF GFP (offsite only) / FACILITIES (onsite only)
Onsite Performance:	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES If yes: <input type="checkbox"/> TOTAL <input type="checkbox"/> PARTIAL If partial, indicate onsite work in SOW by asterisk (*)
Surveillance Plan Attached:	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
Highlighted Contract Clauses:	<i>(to be completed by Contracting Officer)</i>	

Per Clause H.14, Task Ordering Procedure, subparagraph (f), the effective date of this task order shall be 6/17/99.

**INCENTIVE FEE STRUCTURE (check one)**

(See Contract NAS5-99124, Attachment K, Incentive Fee Plan)

	No. 1	No. 2	No. 3	<input checked="" type="checkbox"/> No. 4	No. 5
Cost	10%	50%	25%	25%	%
Schedule	15%	25%	25%	50%	%
Technical	75%	25%	50%	25%	%

*(To be completed by Contracting Officer)*

The target cost of this task order is \$ 7,974.

The target fee of this task order is \$ 518.

The total target cost and target fee of this task order as contemplated by the Incentive Fee clause of this contract is \$ 8,492.

The maximum fee is \$ 757.

The minimum fee is \$0.

THIS TASK ASSIGNMENT IS ISSUED ACCORDING TO THE CONTRACT CLAUSE "TASK ASSIGNMENTS AND REPORTS"

*Elizabeth J. Austin*  
SIGNATURE OF CONTRACTING OFFICER

6/15/00  
DATE

**ELIZABETH J. AUSTIN**  
**CONTRACTING OFFICER**

TYPED NAME OF CONTRACTING OFFICER

AUTHORIZED SIGNATURE

DATE

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CONTRACTOR	CONTRACT NO./TASK NO.	TASK NO.	AMENDMENT
QSS Group, Inc.	NAS5- <b>99124</b>	<b>101</b>	

Applicable paragraphs from contract Statement of Work: Function 3 - J,2

**STATEMENT OF WORK:** (Continue on blank paper if additional space is required)

Provide service as needed to prepare and update CETO milestone schedules. These schedules may include but are not limited to the following:

- CETO Annual Program Planning Schedule
- CETO 3 to 5 year Planning Schedules
- CETO Pert Chart Process

Contractor shall track weekly action items.

**PERFORMANCE SPECIFICATIONS:**

Schedules shall be prepared in viewgraph quality.  
Schedule updates/modifications shall be due within 5 business days of request.  
Schedules shall be provided to the ATR via email at janice.l.buckner.1@gsfc.nasa.gov

**APPLICABLE DOCUMENTS:**

None

**TASK END DATE:** 06/21/00

**MILESTONES/DELIVERABLES AND DATES:**

Schedule Updates/Modifications	5th of each month
Action Item Lists	Weekly

**PERFORMANCE STANDARDS:**

Schedule: On-time delivery of above.  
Technical: ATR's acceptance of above.

**FINAL DELIVERY DESTINATION (NAME, BLDG, ROOM):**

Janice Buckner, building 3, room 210